

TOWN OF BUENA VISTA, COLORADO
Public Works Director

Department/Division: Public Works

Work Location: Public Works Shop, 755 Gregg Drive, Buena Vista, CO FLSA

Status: Exempt

Pay Range: \$56,000 - \$78,500

Effective Date: January 1, 2003

Revision Date: March 24, 2015

GENERAL STATEMENT OF DUTIES

Serves as the Department Head for Public Works and directs the overall operation of the Department, including management oversight of activities that include, but are not limited to, water treatment and distribution, streets, sidewalks, and stormwater drainage, maintenance of Town buildings and grounds, fleet maintenance, and plan reviews for development of infrastructure.

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista retains the right to modify or change the essential and additional functions of the job at any time.

The director oversees the work of functional operating areas that include Water Treatment & Distribution, Streets, Sidewalks, and Stormwater Drainage, Parks, Fleet & Equipment Maintenance, and Facility Maintenance. Responsible for ensuring cost-effective and customer-sensitive operations in these functional areas within the parameters of applicable rules and regulations, standard operating procedures, and available resources.

Supervises personnel, including functional area foremen, Town Engineer, Administrative Assistant and any other positions which may be assigned to the Public Works Department. Includes responsibility for assigning work, providing direction, assuring accountability, and evaluating individual performance. Public Works Director is responsible for hiring and disciplining staff according to established policy and procedures. Responsible for ensuring appropriate supervision of other department employees according to established town policy and procedure.

Prepares budget recommendations for public works related operating and capital needs for the General Fund, Water Enterprise Fund, Capital Improvement Fund, and Conservation Trust Fund. Responsible for managing department operations within the parameters of the approved budget. Maintains appropriate procedures for accurate and timely recordkeeping in the Department for accounts payable and receivable. Includes responsibility for timely submittal of accurate time cards for employees.

Oversees contract administration for all public works service agreements and construction projects.

Includes assuring compliance with applicable rules, regulations, and purchasing policy. Includes grant administration when appropriate.

Ensures timely review of subdivision applications for purposes of problem-solving and compliance with infrastructure development code. Arranges site inspections of newly installed or repaired connections or additions to the water, street, sidewalk, and drainage system. Coordinates with Town Engineer and engineering consultants, as needed, before infrastructure is accepted by the Town and incorporated into its assets for ongoing maintenance.

Serves as Risk Management Officer for the Public Works Department. Schedules safety training for all staff per industry standards and regulations and as recommended by Town's insurance provider.

Reports incidents in a timely manner according to established policy and procedures. Generally promotes and tracks safe practice and procedures in the Public Works Department.

Oversees operation of the Town's water treatment and distribution system. Ensures oversight availability of an operator with a Class B Treatment license and Level IV (minimum Level I) Distribution license at all times. Assists in the field when necessary. Coordinates with Town Treasurer regarding utility billing.

Coordinates with Town Planner regarding installation of new water taps in conjunction with building permits. Assists Town Administrator, legal counsel, and consultants with administration of Town's portfolio of water rights. Administers established Water Supply Protection District, including review of permit applications.

Prepares monthly reports for the Board of Trustees including activities, issues, and policy concerns of the Public Works Department.

Supervises all record keeping within the department; including preparation and submittal of all required reports to various government oversight agencies.

Supervises maintenance of all municipal properties including buildings, parks, recreation facilities, cemetery, unimproved right-of-ways, and vacant land.

Supervises maintenance, repair, and operation of all Town vehicles, including police patrol vehicles and airport vehicles.

Represents the Town in various matters affecting the Public Works Department, including coordinating with other governmental jurisdictions as appropriate.

Serves as the primary public contact for matters related to operation of the Public Works Department. Provides timely, accurate, and helpful information and assistance to the public as requested.

Attends Board of Trustees meetings on a regular basis. Also attends Planning and Zoning

Commission, Trails Board, Recreation Board, Sanitation District and Tree Board meetings as requested and/or necessary. Provides administrative staff support to one or more advisory boards as assigned.

Participates in various community committees and boards related to program activities and responsibilities when appropriate.

ADDITIONAL DUTIES

- Assumes the duties of Town Administrator in their absence as required by Municipal Code.
- Performs other duties as assigned and required.

REPORTING RELATIONSHIPS

Supervision Received:

General supervision is received from the Town Administrator.

Supervision Exercised:

Has direct supervisory responsibility for all Department leadership positions within the Public Works Department.

Ensures appropriate supervision according to established policy, procedures, and priorities of all Public Works Department employees.

KNOWLEDGE, SKILLS, AND ABILITIES EDUCATION AND EXPERIENCE:

Requires a Bachelor's Degree (Master's Degree preferred) from an accredited college or university with major coursework in Engineering Sciences, Public Administration or a related field supplemented by at least three (3) years in a supervisory management position and at least four (4) years' prior work experience in a public works environment.

Special Qualifications:

- Must possess a valid Colorado Driver's License.
- Class 'B' Water Operator's License desirable; ability to acquire a Class D license within twelve (12) months of hire required.
- Level IV Water Distribution License desirable; ability to acquire a Level I license within twelve (12) months of hire required.

Knowledge of:

- Principles, methods, materials, and equipment common to municipal public works operations.
- Principles, methods, materials, and equipment common to the operations of parks, grounds, and building maintenance.
- Familiarity with and working knowledge of the language, methods, materials, and equipment common to maintenance and construction of municipal streets.

- Familiarity with Colorado Water Rights Law.
- Familiarity with Civil Engineering Principles.
- Supervisory methods and principles.
- Microsoft Office software – Word, Xcel, and Power Point

Ability to:

- Operate heavy equipment and snow removal equipment.
- Operate and maintain a variety of hand tools.
- Interpret and apply a variety of department policies and procedures.
- Communicate effectively both verbally and in writing.
- Maintain sensitive and confidential client information.
- Establish and maintain effective working relationships with other employees, representatives of other agencies and organizations, and members of the community.
- Ability to analyze technical data and generate comprehensive reports and presentations.

EQUIPMENT USED

- Motorized vehicles and heavy equipment.
- Snow removal equipment.
- A variety of power and hand tools.
- Standard office equipment including, but not limited to, personal computer and associated hardware and software, telephone, copier, calculator, and fax.
- SCADA Telemetry Systems Software.
- GIS Software.

WORK ENVIRONMENT

Work is conducted in a standard office environment, with occasional exposure to water plant and outdoor environments including adverse weather conditions such as exposure to extreme heat, extreme cold, and wet weather conditions; occasional exposure to dry, dusty, and noisy environments.

PHYSICAL AND OTHER REQUIREMENTS

- Visual and physical capabilities to work on computers and associated equipment for prolonged periods of time.
- Visual and physical capabilities to operate motorized vehicles.
- May involve the ability to move up to 50 lbs.